



Community Development Department  
**BUILDING & SAFETY DIVISION**  
39550 Liberty Street, Fremont, CA 94538  
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## CHECKLIST DEMOLITION

**General Information:** Building permits are required for any work involving the demolition or removal and relocation of any structures such as dwelling, garages, sheds, patio covers or commercial or industrial buildings or structures. At the time of application submittal, a representative of the Planning Division will preliminarily review the plans. If the information is complete, the application will be accepted for review. The first cycle review time is twelve (12) business days and seven (7) business days for all subsequent review cycles.

### 1. Document Submittal List

- A. Drawings (6) sets of: (7 sets of plans if project involves hazardous materials)
  - ☐ Site Plan
  - ☐ 18" x 24" Suggested Minimum Size
- B. Notification/Clearance Letters (2) sets of:
  - ☐ Cal-OSHA Notification confirmation if demolition work requires excavations of five feet or more
  - ☐ Alameda County Water District (ACWD) - Verification letter indicating status of water wells on the parcel or notification of no well present. Letter to include whether wells to remain or removed
  - ☐ Bay Area Air Quality Management District (BAAQMD) - Notification confirmation letter with assigned "J" number, confirming notification regarding asbestos demolition and/or removal is required
  - ☐ PG&E- Notification confirmation of disconnection of gas and electrical utilities
  - ☐ Union Sanitary District (USD) - Notification confirmation of the City of Fremont Demolition Permit and 48 notice of work commencement
  - ☐ Alameda County Environmental Health Department- Notification confirmation is required for the removal of any septic tanks
- C. Other Documents
  - ☐ Building Permit Application
  - ☐ Planning Application
  - ☐ Owner/Builder Form (if applicable)
  - ☐ Hazardous Material Disclosure Statement (AB3205) with Signature from the Property Owner
  - ☐ Pre-Construction Waste Handling Plan
  - ☐ Use Declaration Form(s) Available at Planning Division
  - ☐ Fire Department Live Training Exercise Agreement
  - ☐ Statement of Storm water Pollution Prevention
- D. One (1) digital copy of all plans, calculations, and specifications (PDF format)

### 2. Information to be Included on Documents

- A. Site Plan
  - ☐ Parcel, including property lines and any easements
  - ☐ All structures to remain and/or to be demolished, each clearly noted
  - ☐ All walkways, driveways, etc, to remain or to be demolished, each clearly noted
  - ☐ All trees to remain and/or to be demolished with canopy, species and caliper size clearly noted and the proposed method of preservation for trees to be preserved. (Please note: Proposed tree removal may require additional information)
  - ☐ Any hazardous materials
  - ☐ Any water wells
  - ☐ Any septic tanks
  - ☐ All utilities, including gas, electrical and water lines

**B. Information**

- ☐ Design Professional to sign all documents
- ☐ Name, title, address, and contact phone number of design professional
- ☐ Address of property and name, address, contact phone number of property owner
- ☐ Cover Sheet Information:
  - 1. Applicable codes
  - 2. Description and scope of work

**C. Separate Plans and Permits Required for the Following Types of Work**

- ☐ Encroachment in the public right of way
- ☐ Grading

**NOTE: This is not a complete list of all required submittals; additional information may be required after initial plan review.**